



Department of ADMINISTRATIVE SERVICES *Job Postings*



DEPARTMENT OF TRANSPORTATION JOB OPPORTUNITY FISCAL ADMINISTRATIVE ASSISTANT

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: Candidates on a current examination list.
Location: Division of Procurement Service, Newington, CT
Job Posting No: 80793
Hours: 40 hours/week, Monday – Friday (8:00 am to 4:30 pm)
Salary: AR 19: \$55,797.00 to \$70,999.00 annual
Closing Date: October 7, 2016

Eligibility Requirement: Candidates must have applied for and passed the Fiscal/Administrative Assistant examination and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

PREFERRED EXPERIENCE/KNOWLEDGE: Customer service, mathematical computations and problem solving; familiarity with reading, understanding and applying applicable contract guidelines, statutes and regulations; demonstrated experience with CORE-CT financial modules; proficiency in Microsoft Outlook, Word and excel; ability to perform research assignments and produce reports.

KNOWLEDGE, SKILL AND ABILITY: Knowledge of bookkeeping, financial record keeping and basic governmental accounting principles and practices; knowledge of basic procedures of budget preparation and control; some knowledge of human resources and payroll procedures, purchasing procedures and contract preparation; basic interpersonal skills; oral and written communication skills; considerable ability in arithmetic computations; ability to audit financial documents; ability to understand and apply statutes and regulations; ability to utilize EDP systems for financial management.

EXPERIENCE AND TRAINING:

General Experience: Four (4) years of experience in complex clerical work in one or more fiscal/administrative functions such as accounting, accounts examining, budget management, grant administration, human resources, payroll, or purchasing.

Note: Complex clerical work is defined as generally routine fiscal/ administrative work, such as financial record keeping or examining, bookkeeping, requisitioning or payroll preparation at or above the level of Financial Clerk.

Substitutions Allowed:

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years.
2. One (1) year as a Pre-Professional Trainee in fiscal/administrative work may be substituted for the General Experience.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable. The candidate pool resulting from these interviews may be used to fill future Fiscal/Administrative Assistant positions within twelve months.

Application Instructions: Interested and qualified candidates who meet the above requirements should complete and submit the following documents by mail: cover letter, resume, and application for Employment (CT-HR-12) postmarked deadline of **October 7, 2016**. **State employees must also include copies of their last two (2) service ratings.** Applications will not be considered without all the required documents. Send documents to:

Ms. Mary Matuszak
Fiscal Administrative Supervisor
Division of Procurement Services, Bureau of Finance & Administration
Connecticut Department of Transportation
PO Box 317546
Newington, CT 06131-7546

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.